

**BY ORDER OF THE COMMANDER
AIR FORCE RESERVE COMMAND**

**AIR FORCE RESERVE COMMAND
INSTRUCTION 36-2808**

14 February 1997

Personnel



**HOLMES "ED" JONES, JR., PROFESSIONAL
PERFORMANCE AWARD**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 36-28, *Awards and Decorations*. It also establishes the nomination, selection, and presentation procedures for the Holmes "Ed" Jones, Jr., Professional Performance Award. It applies to all AFRC Inspector General (IG) personnel and augmenters of the AFRC IG inspection team.

SUMMARY OF REVISIONS

This revision deletes parenthesis in paragraph 4.1 and corrects punctuation in paragraph 4.2. A (I) indicated revisions from the previous edition.

1. Reference. AFRCI 36-2801, *AFRC Awards Program*.

2. Objective. To identify and recognize exceptional achievers according to the criteria contained herein.

3. Eligibility. During the period of any AFRC IG inspection, officers (O-3 and below), enlisted personnel (E-7 or below), and civilians (GS-9 and below/WG-12 and below) assigned to the inspected unit may qualify for this award.

4. Nominating Procedures. During the normal Quality Air Force Assessment (QAFA) of numbered air forces or AFRC units, inspectors will periodically observe individuals who are significantly exceptional. It is the responsibility of each inspector not only to identify deficiencies but also to spotlight excellence. When inspectors believe they have observed an individual who warrants this award and meets the criteria, they:

4.1. Evaluate the individual's expertise. This is done by evaluating job performance, training, unit training assembly attendance record, and general military/civilian bearing.

4.2. Contact individual's supervisor and first sergeant or commander to ensure there is no disciplinary action pending or derogatory information that would disqualify the individual.

4.3. Prepare a written or typed narrative justification (limit to one page). The inspector writes the justification based upon his/her personal observations. Present nominations to IG team branch chiefs by the close of business on the day prior to the scheduled outbrief.

5. Selection. To preserve the prestige of this award, all nominations are closely screened by the IG, team chief, and branch chiefs. While there is no limit to the number of awards presented at any given unit, the selection process will identify only those rare individuals most deserving.

6. Description. The award is a certificate signed by the AFRC Commander and the Inspector General. Retention is permanent.

7. Method of Presentation. The award presentation will be one of the following methods:

7.1. If processing time and graphics support is adequate at the inspection site, presentation is made by the IG to the recipients at the QAFA outbriefing.

7.2. If graphics support is not available at the inspection site or if time does not allow for a formal presentation before leaving the unit, the certificate is mailed from HQ AFRC to the unit commander who makes an appropriate presentation.

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